

## E-mail text for forms

The SCF program office recently received authorization to use a specialized progress report form to complete your second quarterly progress reports, due April 30. Click here [Visit the My Reports page](#) to download the forms and review instructions for submitting your report.

Thom Campbell, the SCF Program Manager will host optional conference calls to discuss the updated forms and instructions. Click here to sign up for a conference call.

## Web page instructions / cover letter for forms

### (Page Header) Updated With New Forms and Instructions: Performance Progress Report for Nonprofit Capacity Building Program

The SCF program office recently received authorization to use a specialized progress report form to complete your second quarterly progress reports, due April 30. This page contains step-by-step instructions for completing and submitting your progress report prior to the due date.

Thom Campbell, the SCF Program Manager will host optional conference calls to discuss the updated forms and instructions. Click here to sign up for a conference call.

### Step 1

To download the forms and instructions for your progress report, [click here](#). For assistance setting the security settings to enable the "Add Row" features of this form, [click here](#). The package contains the following items:

- **PPR Cover Page.** The PPR cover page must be signed by your organization's authorizing official.
- **PPR Sections A through G.** You must use the SCF-GOV SF-PPR (Performance Progress Report) for your Government Capacity Building Program progress report.
- **Budget Progress.** Inform your program specialist of progress in spending for each of the approved budget categories on your Financial Assistance Award (FAA).
- **Training and Technical Assistance Engagements.** Report your organization's training and technical assistance engagements during the reporting period.

### Step 2

Download and complete the **Financial Status Report (SF-269)**. You must use the SF-269 form to report your grant's financial status. The form must be signed by your organization's authorizing official. Click here to download the SF-269 form.

### Step 3

Compile all of the forms from Steps 1 and 2 and submit using the following instructions.

Print and mail the original signed copy of all forms, along with two additional copies, to the Office of Grants Management at:

Attn: [{Grants Management Specialist}](#)  
Office of Grants Management  
370 L'Enfant Promenade, SW

6th Floor East  
Washington, DC 20447

Email a copy of all forms to your Program Specialist. The cover page and SF-269 must have the signature of the authorizing official, so [scan](#) the signed copy and attach it to the email. The following documents should be attached to the email:

- PPR Cover Page
- PPR Sections A through G
- Budget Progress
- Training and Technical Assistance Engagements
- Financial Status Report (SF-269)

[Click here](#) for your program specialist's contact information.